

# COUNTY OF YORK

## MEMORANDUM

**DATE:** January 21, 2002 (BOS Mtg. 2/5/02)

**TO:** York County Board of Supervisors

**FROM:** James O. McReynolds, County Administrator

**SUBJECT:** Approval of Procurement Action

The attached resolution provides for the approval of County purchases by the Board of Supervisors in accordance with its policy for procurements of over \$30,000. The Board's approval is requested for procurement of the following:

*Miscellaneous Engineering Design Services* – A Requests for Proposals (RFP) for Miscellaneous Engineering Design Services was issued and advertised in the newspaper. The RFP requested proposals from qualified offerors for the County to establish two (2) “call” contracts for a one-year period (subject to renewal, upon mutual agreement, for an additional two years). These contracts are to support the design and construction of various “small” (generally, \$30,000 or less) County projects for miscellaneous engineering studies, environmental assessments, engineering design services, development of construction drawings and specifications and/or construction project management. Twenty (20) firms responded to the RFP and four firms were interviewed by the evaluation committee. Two firms have been selected for award of annual contracts: Michael Baker Jr. Inc. and Landmark Design Group. Negotiations have been completed to establish contract terms and conditions, and a rate schedule. All individual projects will be subject to fund availability and any project over \$30,000 will be forwarded to the Board for their approval.

*Services for assistance with design, acquisition and implementation of an 800Mhz Communications System (Phase II)* – A joint Request for Proposals (RFP) for James City County and York County was issued and advertised for the above consultant services. The Consultant will work with staff from both Counties to prepare procurement specifications, provide support in conducting pre-bid/pre-proposal briefings, evaluation of vendor submissions and make a recommendation for the award, review cost estimates and compare with current regional and national purchases, develop an implementation plan insure end user training, dispatcher orientation and system follow-up during installation, work with multiple vendors and government agencies for radio frequency application and tracking, monitor acceptance testing to determine that the supplier is in full compliance with requirements from purchase specifications, insure proper documentation and maintenance specifications, provide monitoring to assure proper operation, establish failure reports to be analyzed for diagnostics, provide claims resolution to insure all items are 100% operational and resolved prior to the end of any warranty period, and review competitive estimates for annual maintenance.

nance needs. Nine firms responded and three were interviewed by an evaluation committee consisting of five County staff members and five James City County staff members. One firm was selected by the evaluation committee and negotiations were conducted. Staff recommends award of the contract to Fred Griffin Associates, in the total amount of \$200,000 (York County share is \$100,000). Sufficient funds are available in the Capital Improvements Program to complete this project.

These procurements have been conducted in accordance with State procurement laws and/or County procurement policy and I recommend that they be approved through the adoption of Proposed Resolution R02-21.

Sawyer/3681  
Attachment

- Proposed Resolution R02-21